



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 041 - 2010**

**OPEN TO:** All Interested Qualified Candidates

**POSITION:** **OBO Administrative Assistant, FSN – 7; FP- 7**  
(Salary approx. Tk. 38,000 per month)  
**This is a temporary position with approx. six months duration of employment.**

**OPENING DATE:** May 16, 2010

**CLOSING DATE:** May 31, 2010 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of **OBO Administrative Assistant** in OBO (Overseas Building Operations) Dhaka. **The approx. duration of employment will be for six months.**

**BASIC FUNCTION:** Under the supervision of OBO Director, the incumbent is responsible to provide various administrative & clerical duties in support of OBO Dhaka.



## **MAJOR DUTIES AND RESPONSIBILITIES:**

✚ Prepares and disseminates weekly reports showing status of office in Dhaka, highlighting the project funds, as well as the reports required for the project director and OBO Washington management officials. Compile data for financial plans, management report and periodic review. Check priorities of obligations and expenditures against financial plan. Make summary analyses and recommendations on funding shortfalls and reallocations. Also complies the annual budget submission under the direction of the supervisor, develops a monthly financial plan with the post's annual allotment. Drafts and compiles the worksheets for allotments and sub-allotments of the funds for distribution. Reviews and administers the approved budget in accordance with the agency procedures and standards, with the responsibility for the preparation and submission to the agency of all prescribed financial reports.

✚ Monitors consulting firms purchase orders/contracts and personal service contracts to insure compliance with the terms of the contracts. Provide payment recommendations to the OBO project director for technical and legal consultants' fees and project personnel invoices, contract invoices and monthly payment requests.

✚ Makes travel arrangements and hotel reservations and keeps abreast of various procedural requirements, for example, procedures required to process travel vouchers and travel advances.

✚ Establishes and maintains office administrative operation and reporting procedures:

- Establishes and manages construction files and records for multiple projects;
- Responsible for preparation and submission of time & attendance records;
- Is the sub-cashier for petty cash purchases for OBO;
- Provides coordination liaison between the obo and other embassy administrative offices;
- Acts as translator/interpreter on obo meetings with representatives of the local authorities and other visitors as required.
- Researches and compiles background information and composes, proofs and edits drafts of letters, reports, cables and memoranda regarding administrative issues;
- Responsible for office supplies, repair of office equipment and printing services;



- Maintains calendar of meetings for the project director and coordinates preparations for official visits;
- Directs telephone, personal and written inquiries to appropriate office personnel;
- Performs other office duties as directed by the project director.

## **QUALIFICATIONS REQUIRED:**

- 1. Education:** Minimum successful completion of Higher Secondary Certificate (HSC)/college education is required. *(You must attach a copy of your HSC/college certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) in speaking/reading/writing English and Level II (Limited Knowledge) Bangla speaking is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum four years of progressively responsible clerical and secretarial work with experience in basic accounting and/or bookkeeping principles.
- 4. Knowledge:** Must have good working knowledge of OBO budget reporting procedures, good knowledge of OBO accounting principles, familiarity with Embassy procurement policy and procedures.
- 5. Skills and Abilities:** Excellent organizational skills, excellent computer abilities (MS Office - Word, Excel, Internet), ability to work under pressure; ability to work effectively in a construction environment is required.

## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.



3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

#### **TO APPLY:**

Interested candidates are requested to submit the following:

**1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope at South barrier or **FAX at 9887825**. Blank application forms are available at South barrier of the U.S. Embassy, Dhaka (near the Vatican Embassy) and at our website at: [dhaka.usembassy.gov](http://dhaka.usembassy.gov). A copy is also attached hereto for your convenience.**

#### [Application Form](#)

**2.** Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

#### [OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

**All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.**

**SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**POINT OF CONTACT:**

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825

**DEFINITIONS:**

**1. US Citizen Eligible Family Member (USEFM):** Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

**2. Eligible Family Member (EFM):** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

**3. Member of Household (MOH):** An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*



***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Cleared by:

HRO: x

OBO: x

FMO: x

MGT: x